

Wedding Handbook



Zion Lutheran Church

310 N. Johnson St.
Iowa City, IA 52240

(319) 338-0944

Wedding Notes

PASTOR

Pastor Marsha Smith, Senior Pastor

ADMINISTRATION

Kari Clark, Parish Administrator

ORGANISTS

Marlys Boote, marlys-boote@uiowa.edu

Melanie Sigafoose, melanie@zionlutheran-ic.org

WEDDING COORDINATORS

Ann Birnbaum

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Welcome to Zion!

We are glad you are here
and we're eager to help you celebrate
your special day in a very special place.



*This handbook has been prepared
to assist you in preparations for your wedding.*

*Please inform family members, wedding participants,
and outside professionals involved in your wedding
of these policies and procedures.*

On behalf of Zion Lutheran Church,

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Fees

The following are the fees and/or honoraria that are appropriate for the services provided at your wedding by the staff of Zion. The facilities/building use fee for non-members is due when the reservation form is submitted to the church office. Fees for the staff are paid at the time of your rehearsal. Checks for staff members are made payable to each individual. Bring payment for any remaining fees to the wedding rehearsal and give them to the wedding coordinator.

	<u>Member</u>	<u>Non-member</u>
Facilities/building use		
Wedding only		\$500
Wedding and reception		\$500
Pastor	\$ 250	*N/A
Organist**	\$400	\$400
Custodian		
Wedding only	\$75	\$100
Wedding and reception	\$100	\$150
Wedding Coordinator	\$100	\$125

Member fees are applicable to children and parents of active members.

Non-member facility fees are due at the time of reservation confirmation.

**The organist's fee includes a meeting with you to select music, playing for your wedding rehearsal, and playing at your wedding service prelude music, service music, and a postlude up to ten minutes in duration. Additional rehearsals with soloists, outside of the wedding rehearsal, will be \$25 per half-hour. Organist's fees do not include teaching music to soloists or arranging/transposing music.

*Names of individuals
who need information about Zion policies
and contact information:*

Introduction

A wedding is an occasion overflowing with joy. Those who celebrate a wedding rejoice in the gifts God, our Creator, declared from the beginning to be “very good.” Plan and enjoy a good *wedding*, and keep the goal of a good *marriage* in sight as you work your way through all the details, arrangements, tensions and thrills.

Your wedding is a worship service that begins your marriage. At your wedding, families and friends come together to praise God and to witness the commitment you will make.

Your wedding celebration is a worship service. Scripture readings and music are means through which the Holy Spirit enables us to praise God and celebrate the steadfast love of Jesus Christ. Take care to show the equal importance of both people, and of the two families from which each comes. Dignity, reverence, mutual love and joy will prevail as we worship God and celebrate your union.

Your Wedding Date

Be sure to reserve your date at Zion early in your wedding planning. Kari Clark, Parish Administrator, can give you an indication of which dates are available and will reserve your date after you have spoken with Pastor Smith.

Weddings at Zion are not scheduled on festival days of the church year, during Advent, Christmas, Lent, or Holy Week.

Reserving the Facilities

Reservations for the use of Zion for the rehearsal, wedding, and the reception, will be made through Zion’s office, in consultation with our pastor. Saturday weddings may not begin after 3:00 p.m.

A non-member can reserve a wedding date with a \$500 deposit six months prior to the wedding date. The deposit will be applied to Zion’s wedding fees.

Photographs and Videotaping

Flash pictures by your photographer may be taken up to and including the procession, as well as during and after the recession. Time-lapse photographs may be taken from the balcony and the rear of the nave.

As a matter of courtesy for your wedding guests, having your wedding party pictures taken before the wedding enables you to give full attention to your guests at the reception. If pictures are to be taken after the service, arrange for the photographer and wedding party to be prepared so the pictures can be taken without delay.

Videotaping the service is allowed according to the following guidelines:

- ◆ No more than two cameras may be used and each must be stationary.
- ◆ No extra lights may be used, and the camera operators may not move about the nave during the service.
- ◆ Video cameras may not be placed at the front of the church.
- ◆ People videotaping your wedding must consult with the pastor and set up equipment at least 45 minutes before the service.

Bows and other decorations may be placed on the pews using ribbon or adjustable pew markers. Because the aisle is carpeted, an aisle runner is unnecessary.

Chancel Furnishings

The appointments for the table, paraments, and chancel are not changed or relocated. The pastor can tell you well in advance what color will be on the altar on the day of your wedding.

Dressing Rooms

The bridal dressing room is located in the Gathering Room in the lower level. It is available for brides and their attendants. It is customary that the men dress before arriving at the church; however, dressing space is available. Doors to the dressing rooms will be locked during the ceremony. Remove personal belongings from the dressing areas immediately following the ceremony.

Marriage License

You will need a marriage license. Bring it to the rehearsal, and give it to the pastor. *No wedding will be performed without a wedding license.* On the day of the wedding, the presiding minister will have the license signed by the bride, groom and witnesses. Bring payment for any remaining fees to the wedding rehearsal and give them to the wedding coordinator.

Festive Options

Because rice or birdseed are dangerous underfoot, consider bubbles or bells to conclude your wedding.

Alcoholic Beverages/Smoking

No alcoholic beverages may be brought to or served on the church premises. Smoking is not allowed in any of the church facilities. All wedding participants must be sober at the rehearsal and the wedding or they will be evicted prior to proceeding.

The Reception

If you choose to hold your reception in Zion's parish hall, you will need to make arrangements for serving and clean up. The following items are available for use by Zion members: glass dishes, silver coffee service, punch bowls, white lace tablecloth for serving, table cloths (gingham and ivory) for other tables. All items must be cleaned and returned to the place where they were found. Professional cleaners *must* clean the ivory tablecloths. Setup of tables and chairs in the parish hall is arranged with Kari Clark, Parish Administrator.

Premarital Counseling

The purpose of premarital counseling is to discuss the life-long commitment of Christian marriage and to plan your wedding. Pastor Smith is trained for this ministry and will provide an occasion for you to examine your relationship in a thoughtful way. During these appointments you will consider the many facets of marriage: communication skills, personal and mutual goals, relationship strengths and growth areas, and the role of faith in your marriage.

Normally, the pastor who officiates at the wedding will lead the premarital counseling. If this is not possible for reasons of distance or circumstance, another person, whose qualifications and skills the officiating pastor recognizes, may provide this service. Schedule your first session soon after your engagement.

Part of the counseling with Pastor Smith is based up on the relationship inventory, "Prepare", which you will be asked to complete. The fee for computer scoring is \$35, to be paid by the couple with a check at the first counseling session.

The Wedding

Because the two of you are coming together to ask God's blessing upon your life together, every aspect of your wedding service will be characterized by dignity, reverence, and joy, as well as awareness of Christ's presence in your lives. The pastor will work with you to prepare the worship order for your wedding. The people who are a part of your wedding are worshipers. Therefore your wedding will be designed to include them in singing hymns and responding to the prayers.

Music

Music enhances our worship of God, reflects our praise of God and love of Christ, and the invocation of the Spirit's blessing. Zion's organists will help you in your musical selections based on the following criteria.

- ◆ The text in vocal music expresses the Gospel of Jesus Christ or prayer to God.
- ◆ The music enhances people's worship of God and serves as a worthy offering to God.
- ◆ The music is within the ability of the performers to play or sing with confidence.

Plan your wedding music in consultation with a Zion organist. All music is subject to approval by the organist in consultation with a Zion pastor. Recorded music is not used. Congregational singing is encouraged and enables worshipers to fully participate in your wedding service.

Zion's organists play for wedding services. If schedules prevent them from playing for your wedding, Marlys Boote, senior organist, will arrange for a qualified substitute. Requests for other organists must be approved by Marlys.

Holy Communion

A celebration of the Holy Communion that includes a wedding is the ancient tradition of the church and is an entirely appropriate way in which to begin marriage. Holy Communion service is extended by 15–20 minutes when a wedding is included. Your wedding can happen after the hymn of the day at a regularly scheduled worship at Zion.

The Rehearsal

Your rehearsal will begin at a time selected by the parties involved. The nave is reserved for your rehearsal for *90 minutes*. Please be on time.

Worship Folders

Many couples provide worship folders for the wedding congregation. The folder could include the worship order and the names of the wedding party. The pastor will help you prepare the worship order.

Wedding Coordinator

One of Zion's Wedding Coordinators will assist you with your wedding. The role of the Wedding Coordinator is to help make your wedding pleasant and less stressful. The Wedding Coordinator will attend your rehearsal and coordinate the procession and recession, train ushers, and provide information and directions to family and friends for Zion's facilities.

If you are working with someone to coordinate other activities related to your wedding, please be sure that this individual understands that the Wedding Guild member assigned to your wedding will be responsible for any activities that occur within Zion's building.

Presiders other than Zion's Pastors

The services of other clergy are welcome at Zion at the invitation of one of Zion's pastors.

Children in the Wedding

Because small children are often unpredictable, plan ways for children in your wedding to have a positive experience.

Flowers and other decorations

Flowers and arrangements for the chancel are kept simple and tasteful.

You can arrange to have the flowers that are provided for Sunday services delivered in time for your Saturday wedding.

If you provide your own arrangements, please discuss the delivery time with your florist and check with the Parish Administrator to be sure that the building will be open. After your wedding, please have someone take your flowers unless you have made arrangements the Parish Administrator to leave them for Sunday worship.